

TOWN OF ROCKY HILL JOB POSTING
(This is an advertisement. Please see below for a detailed job description.)

DEPARTMENT OF PARKS, RECREATION AND CUSTODIAL SERVICES
RECREATION SUPERVISOR

The Town of Rocky Hill is seeking qualified applicants for the position of **Recreation Supervisor**. This is a highly responsible professional and managerial position with considerable independence in directing Recreation functions of the Town. Work is performed under the general direction of the Director of Parks, Recreation and Custodial Services; and in accordance with prevailing policies, laws, regulations and rules applicable to specific areas of program activity. For a detailed job description and list of essential functions, please see pages 2 and 3 below.

Application materials must clearly reflect significant experience and achievements directing municipal parks and recreation functions. Application packages must be complete and submitted to Human Resources in accordance with instructions set forth below.

This position is part of the MEUI Local #506 Union contract. Salary (see Appendix A of collective bargaining agreement) is \$71,719 and hours will be in accordance with the Union contract which can be viewed online at: http://www.rockyhillct.gov/MEIU_Contract1.pdf. Please note: the nature of Town work, service to the public, requires attendance at evening and weekend meetings, and interaction with members of the public outside of normal business hours which do not qualify as overtime hours. For instance, the Recreation Supervisor is expected to work outside of normal business hours to manage programs and activities administered by the Recreation Supervisor.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which demonstrates how you meet the qualifications; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via email to Human Resources (hrdept@rockyhillct.gov). Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: RECREATION SUPERVISOR

DEPARTMENT: PARKS, RECREATION AND CUSTODIAL SERVICES

REPORTS TO: WORKS UNDER THE GENERAL DIRECTION OF THE PARKS AND RECREATION DIRECTOR BUT HAS WIDE LATITUDE IN PROGRAM DEVELOPMENT AND IMPLEMENTATION WITHIN FRAMEWORK OF POLICIES ADMINISTERED AND REVIEWED BY THE PARKS AND RECREATION DIRECTOR.

SUPERVISES: SUPERVISES PART-TIME RECREATION EMPLOYEES AND RECREATION WORKERS PROGRAM SPECIALISTS.

BARGAINING UNIT: MEUI LOCAL #506

Summary of Responsibility:

Supervisory position involving the planning, organizing, and directing of comprehensive Town recreation program activities for all ages and interest groups.

Essential Functions:

1. Organizes, administers, and evaluates the use of all public recreational programs including special events, playgrounds, cultural, social, athletic and indoor recreation centers programming, assists in oversight of parks, parks facilities, fields, and development of the same;
2. Develops and administers comprehensive recreational program for the total community involving all age groups;
3. Accountable for coordination and successful implementation of recreational programs with other Town departments and agencies;
4. Based on the needs of members of the public served, the Town may from time to time establish special work hours and assign employees to them. The nature of Town work, service to the public, requires attendance at evening and weekend meetings, and interaction with members of the public outside of normal business hours which do not qualify as overtime hours. For instance, the Recreation Supervisor is expected to work outside of normal business hours to manage programs and activities administered by the Recreation Supervisor.
5. Assists in the assigning, supervising and training of recreational personnel;
6. Speaks before groups on programs;
7. Prepares and distributes publicity on programs;
8. Oversees seasonal brochure development;
9. Aids director in preparation of annual budget;
10. Purchases equipment and supplies in accordance with Town policy;
11. Prepares periodic and annual reports on programs for Director;
12. Deals extensively with the general public;
13. Assists the Director in total operation of Park and Recreation Department;
14. Performs other related duties as assigned by the Director.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Graduation from a recognized college or university with a four (4) year degree in recreation or related field supplemented by at least three (3) years of recreation programming experience;
2. Considerable knowledge of the modern principles of public recreation administration;
3. Thorough knowledge of methods in recreation and practices used in recreation programming for total population;
4. Experience related to therapeutic recreation programming is highly desirable;
5. Considerable knowledge of games, sports, arts and crafts, and other activities common to a well-rounded public recreational program;
6. Ability to effectively supervise the work of department personnel;
7. Ability to work with the general public;
8. Ability to coordinate a Town-wide program with other governmental departments and agencies;
9. Thorough knowledge of public relations through use of news media, social media and promotional avenues.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.

Revised: 11/02/2016

Union Approved: 11/02/2016